



WASHINGTON STATE SENATE COMMITTEE SERVICES JOB OPPORTUNITY

Open Position - Counsel assigned to K-12 Education Issues/Committee

The Washington State Senate office of Senate Committee Services is currently recruiting to fill a position as counsel for K-12 Education issues, assigned in whole or in part to the Education Committee of the Washington State Senate. Senate Committee Services assists Senators in developing and evaluating alternatives to achieve their policy objectives. This is a full-time, non-partisan position, exempt from civil service.

DUTIES AND RESPONSIBILITIES

In supporting committees of the Washington State Senate, staff counsel is required to:

- Develop and evaluate policy and budget alternatives for Senators, often making recommendations based on analysis of alternatives.
- Conduct legal, policy, and fiscal research and analysis.
- Draft legislation and follow it through the legislative process.
- Analyze legislation and related legislative documents.
- Present legislation and policy issues to committees of the Senate.
- Monitor and evaluate implementation of legislation by state and local government agencies.
- Respond to inquiries on a wide variety of policy and budget issues related to the committee assignment areas.
- Interact extensively with interest groups.
- Provide other non-partisan staff support to Senators.

DESIRABLE KNOWLEDGE, SKILLS, AND QUALIFICATIONS

- *A Juris Doctorate and membership (active or inactive) in a state bar association is required.*
- Substantive knowledge of multiple K-12 Education policy issues *and/or* experience in the field of K-12 Education is *required*. Current K-12 Education issues include, but are not limited to: constitutional requirements regarding basic education; education reform initiatives; charter schools; student learning assessment; teacher training and certification; student health and safety; programs for special education, highly capable students, bilingual education, and learning assistance; as well as general school finance.
- Working knowledge of legislative process derived from experience working in a legislative or public policy making organization or setting.
- Demonstrated research, analytical, and organizational skills.
- Candidates must be pro-active, creative, service-oriented, and have excellent analytical, writing, problem solving, and oral presentation skills.

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- Proficiency in multiple computer software applications, including word-processing software, applications involving spreadsheets and databases, presentation applications, and on-line research.
- Candidates must be willing to work long, irregular hours and be capable of handling the complex and difficult situations that a fast-paced, results oriented, high pressure legislative environment offers.

SALARY

Based on experience and education, with an approximate range from \$40,000 to \$80,000 per year.

APPLICATION PROCEDURE

Interested applicants should submit: (1) a brief letter of interest describing specific qualifications; (2) a current resume detailing experience and education; and (3) at least three references with current telephone numbers.

Please send to:

Stan Pynch, Director
Senate Committee Services
PO Box 40466
Olympia, Washington 98504-0466

Applications should be submitted before October 31, 2004. Interviewing and selection will begin immediately.

Phone contact: Judy Rus at (360) 786-7417

The Washington State Senate is an Equal Opportunity Employer.